

Cox Elementary School



Parent/Guardian & Student Handbook
2025-2026

WELCOME MESSAGE

Welcome to the 2025-2026 school year! Our mission remains at the heart of everything we do: *Through school and community collaboration, all students will develop confidence to strive toward their academic potential and become lifelong learners and quality citizens in a safe, respectful, and rigorous learning environment.* This year, we have exciting plans and initiatives designed to further this mission, ensuring that every student feels supported, challenged, and inspired.

We know that strong partnerships with families are essential to achieving these goals. Last year, working together with parents, teachers, and staff, we developed [a new Home–School Compact](#) which is a shared commitment that outlines how we can work hand-in-hand for student success.

This year, as always, we will continue to emphasize our core values of **being respectful, responsible, and ready to learn**. These values guide our daily actions, shape our school culture, and help prepare our students not just for academic success, but for life beyond the classroom.

Cox Elementary Staff	
Principal	Dr. Jennifer Ollila
Office Manager	Ms. Marti Cope
Office Assistant	Ms. Andrea Bautista
Health Assistant	Ms. Valerica Anaya
Transitional Kindergarten & Kindergarten Teacher	Ms. Emily Harvest
Transitional Kindergarten Teacher	Ms. Vicky Vernon
Transitional Kindergarten Teacher	Ms. Alexis Padilla
Transitional Kindergarten Teacher	Ms. Lynna Kerber
Kindergarten Teacher	Ms. Jill Richards
Kindergarten Teacher	Ms. Madison Bergdahl
Kindergarten Teacher	Ms. Carrie Desormiers
Grade 1 Teacher	Ms. Kellie Smith
Grade 1 Teacher	Ms. Kimberly Cassidy
Grade 1 Teacher	Ms. Jennifer Hopkins
Grade 2 Teacher	Ms. Teri Emerson
Grade 2 Teacher	Ms. Nicole Schlosser

Grade 2 Teacher	Ms. Lisa Hornbuckle
Grade 3 Teacher	Ms. Christine Carrasco
Grade 3 Teacher	Ms. Niki Buck
Grade 3 Teacher	Ms. Michele Macdonald
Grade 4 Teacher	Ms. Kim O'Donnell
Grade 4 Teacher	Ms. Kristi Gjolme
Grade 4 Teacher	Ms. Kathy Le
Grade 5 Teacher	Mr. Todd Kubota
Grade 5 Teacher	Ms. Ari Klusmeyer
Grade 5 Teacher	Ms. Rose Scatena
Education Specialist - TK/K	Ms. Olivia Wilson
Education Specialist	Ms. Jane Pourjahan
Education Specialist	Ms. Mary Jo Davis
DHH Teacher	Mr. Vincent Saporito
DHH Teacher	Ms. Monse Carillo
Counselor	Ms. Kennedy Fulcher
School Psychologist	Ms. Renee Hancharik
Music Teacher	Mr. Vincent Paule
Lead Custodian	Mr. Andrew Weaver

CONTACT INFORMATION

Cox Elementary Office: 714-378-4240

Office Manager, Marti Cope: CopeM@fvsd.us

Office Assistant, Andrea Bautista: BautistaA@fvsd.us

Principal, Jennifer Ollila, EdD: OllilaJ@fvsd.us

STAY IN TOUCH!

Parents/Guardians can view all flyers digitally [through Peach Jar available here](#). . Follow Cox Elementary on Instagram @coxeagles. Most school communication goes through ParentSquare. Make sure you have the app to easily stay in touch with teachers and stay up to date with school information.

Join PTA! We love [Cox PTA](#). They help provide incredible educational experiences like field trips and they support teachers in enhancing their classrooms.

BELL SCHEDULE AND ATTENDANCE

Regular attendance at school is the most important factor in student success. Students are expected to be at school on time every day. Our classrooms open at 8:05 am in order to provide a soft start for our students. This is dedicated time to transition into school and provide time to prepare for learning. We encourage you to bring your student to school at 8:05 am each morning. Instruction begins at 8:15 am and students that are not in the classroom at this time are considered tardy.

Students may be excused from school for illness, doctor/dentist appointment, court appearance or funerals. Other absences will be considered unexcused. Frequent absences can result in meeting with the principal and counselor and/or referral to the School Attendance Review Board (SARB) process. **All absences MUST be reported to the Cox Office by calling 714-378-4243, emailing coxoffice@fvsd.us, coming in person, or sending a note.** Doctors/dentist notes are encouraged.

Regular Day Schedules

Grades TK - 2		Grades 3-5	
7:45 am	School Open for Supervision in the Kinder Yard	7:45 am	School Open for Supervision in the Nest
8:05 am	Entry Bell - Classrooms are Open	8:05 am	Entry Bell - Classrooms are Open
8:15 am	Instruction Begins <i>Students not in classrooms at this time are tardy.</i>	8:15 am	Instruction Begins <i>Students not in classrooms at this time are tardy.</i>
10:00-10:15 am	Recess	10:20-10:35 am	Recess
11:40 am-12:20 pm	Lunch	12:20-1:00 pm	Lunch
2:00 pm	Dismissal	2:40 pm	Dismissal

Modified Day Schedules

Grades TK - 2		Grades 3-5	
7:45 am	School Open for Supervision in the Kinder Yard	7:45 am	School Open for Supervision in the Nest
8:05 am	Entry Bell - Classrooms are Open	8:05 am	Entry Bell - Classrooms are Open
8:15 am	Instruction Begins <i>Students not in classrooms at this time are tardy.</i>	8:15 am	Instruction Begins <i>Students not in classrooms at this time are tardy.</i>

10:00-10:15 am	Recess	10:20-10:35 am	Recess
12:42 pm	Dismissal	12:44 pm	Dismissal

Arrival Procedures

Parents/Guardians

- ★ Parents/Guardians must stay at the gates at arrival, **and may not enter campus**. This is for safety reasons.
- ★ Parents/Guardians may opt to use our valet line in the main parking lot. If you are using that service, please adhere to the valet line rules that are outlined below.
- ★ Parents/Guardians that walk students across the grass to the back of campus will be directed to walk along the fenceline by the P building to the front of campus.

Students

- ★ Students may enter campus as early as 7:45am, but must go through single-point entry at the front office gate to enter.
- ★ Students will be supervised from 7:45am-8:05 am in the Nest or the Kindergarten yard.
- ★ At the 8:05am bell, students will be released to line up at classroom doors.
- ★ There is no playground play in the mornings.
- ★ Students whose parents/guardians want to wait with them until the 8:05am bell must wait at the front of school outside fencing or on grass by B building.
- ★ Students at 8:05am may enter as follows:
 - Transitional Kindergarten and Kindergarten at front gate in parking lot by yellow pylons
 - 4th/5th at gate along fenceline outside of kinder playground
 - 1st/2nd/3rd through front gates

About Being Late (Tardy)

Students must be at the door lined up or in the classroom by the 8:15am bell. Tardy students must report to the front office for a tardy slip.

Valet Service

All arrival traffic through the main parking lot will be handled through a Valet Service. **Parents/Guardians who prefer to park and walk students to the front of school should coordinate parking on the street or in the alternative lot and walk students to campus. Please be courteous of our neighbors.** It is recommended that all kindergarteners and any students that are not yet able to exit a vehicle on their own be walked up to the front of school by their Parents/Guardians.

We hope that the VALET LINE will continue to promote a more relaxed, controlled and safe traffic flow pattern in the front of school. We encourage all Parents/Guardians to participate. It is important that everyone work together to make the process as smooth as possible.

To ensure student safety, please read and follow the rules listed below:

- 1) Have student backpacks on the student's lap or immediately next to them along with their lunch. Students must be **READY TO EXIT** the car before entering the VALET LINE.
- 2) Once in the parking lot, carefully pull your car close to the curb.
- 3) A staff member will indicate at which point you should stop. Please pull all the way up to the top of the line before exiting.
- 4) Come to a complete stop in front of the adult staff member so that students may exit the vehicle.
- 5) **Parents/Guardians must stay behind the wheel** and may not exit the car to assist.
- 6) Your student should be able to open the passenger-side door (curbside), exit and close the door safely on their own in order to be in the VALET LINE.
- 7) Be sure to check to see if your student has completely exited the car and stepped away from the car before moving on.
- 8) All students using the VALET LINE must enter campus through the appropriate grade level gate.

Bicycles/Scooters/Skateboards/Etc.

- ★ Students in grades 3-5 may ride bicycles to school.
- ★ Protective helmets must be worn the entire time the student is on the bicycle coming to/from school or in the bike racks.
- ★ Bicycles are to be walked along school-adjacent sidewalks and on school grounds.
- ★ Scooters, skateboards, roller-skates, roller-blades and Heely's are all **PROHIBITED AT ALL TIMES** during the school day and coming to/from school. Parents/Guardians will be called to pick these up if they are used.
- ★ Students must provide their own bike locks, lock their own bikes (not share) each day they ride them to school.
- ★ Repeated unsafe riding practices (such as riding double, weaving in/out of traffic, crossing traffic outside of a crosswalk, riding on the wrong side of the road, **NOT WEARING A HELMET**) will result in bicycle confiscation by the principal. Parents/Guardians will be asked to pick up bikes and students will lose their riding privileges for the remainder of the trimester.

Departure Procedures

Teachers

- ★ Teachers grades TK-2 will walk students out to the front of the school upon dismissal and await confirmation that a parent/guardian is there to hand them off.
- ★ Teachers will walk all students without parents/guardians to the office by 10 minutes after dismissal for the office to call home and notify parents/guardians that their student must be picked up.
- ★ Teachers grades 3-5 can determine whether or not students need to be walked out to the front at dismissal for the first few weeks of school.

Students

- ★ Students in grades 3-5 may walk to the front of school or meet their families for pickup along the back of the greenbelt as arranged by individual families.
- ★ Students in grades TK-2 must have an adult present at the front of the school for the handoff at dismissal

Parents/Guardians

- ★ The main parking lot is closed to car traffic upon dismissal to accommodate busses and foot traffic. Parents/Guardians need to park and walk in (TK-2) or arrange a pickup location along Los Jardines East or adjacent streets.
- ★ All city traffic codes will be enforced by FVPD. Please do not park in red zones, in front of driveways, or in between crosswalks as these are laws that are enforceable and are designed to keep our kids safe when leaving school.

SCHOOL POLICIES AND EXPECTATIONS

Dress Code Expectations

- ★ Hats/caps may only be worn outside to protect the face and eyes from the sun. Stocking caps/beanies and hoods up are not acceptable. Also, hats must be LOGO-free.
- ★ Sunglasses may only be worn with a doctor's prescription.
- ★ Wear close-toed shoes with a back strap and a minimal heel height. No platforms over 1". All footwear must be safe for all school activities, including running on dirt, asphalt and grass.
- ★ No undergarments may be visible at any time.
- ★ Shorts and skirts must meet the "thumb rule". When hanging arms at the sides, shorts and skirts may be no shorter than the placement of the thumb on the thigh (typically, this is around a 3" inseam or 5" from the top of the student's knee).
- ★ Shirts must cover the stomach at all times and shoulder straps must be able to cover undergarments (or 1").
- ★ Clothing, make-up, jewelry or hairstyles must not distract from the learning environment. Any dress/jewelry/makeup/attire that is a disruption, a safety hazard or advertises profane, discriminatory, degrading, sexually explicit or drug-promoting messages/logos/symbols is prohibited and unacceptable.
- ★ Students arriving at school in violation of the dress code will be sent to the office where parents/guardians will be called to bring a change of clothing or correct the dress code error.

Items Brought from Home

- ★ Students should not bring personal items from home such as toys, games, collectibles, or pets to school unless written permission has been granted from the teacher or principal. Permission will be denied if the teacher feels it will distract from the regular education program or create a safety problem. Valuable articles and/or cash should not be brought to school. The school will not be responsible for personal articles that are lost or stolen.
- ★ Cell phones and smart watches may be brought to school but must be turned off and stored in the student's backpack between arrival and dismissal.
- ★ Students are allowed to bring water bottles to school as long as the teacher permits them and as long as they are not a distraction to instruction.
- ★ Pets/animals are NEVER allowed on campus without explicit written permission from the principal.
- ★ Any items that are dropped off for students after the 8:15 bell should be left in the drop off cart in the front of the school. Items must be clearly labeled. Students can come to get their item and break or lunch. Office staff will not interrupt instruction to notify of items from home.

Birthdays/Parties

In an effort to minimize interruptions that detract from instructional time, Cox elementary and the Fountain Valley School District have created the following guidelines for birthdays/parties at school.

- ★ Classrooms are limited to one party per month. This means that each month all birthdays are celebrated on one joint day and arranged by the classroom teacher ahead of time.

- ★ In accordance with the [FVSD Wellness Policy](#) we ask that parents/guardians do not bring food items to school to celebrate birthdays. Instead, we encourage you to contribute a book to the library, donate an educational game, or bring in a non-food item.
- ★ Flower bouquets, balloons and other gifts delivered to the school are not permitted as they are disruptive.
- ★ Please do not send party invitations to school. Invitations and gifts should be distributed outside of school hours.

Attendance/Absences

Punctuality and regular attendance are an important role in the development of your student's attitude towards school and learning. There is a direct connection between school attendance and academic success. In fact, students who miss more than 10 days of school annually have a much greater risk of not keeping up in reading and math by as early as third grade. Poor attendance is a major cause of low academic performance and retention and habits start the first day of school in Kindergarten! Let's work together to make sure students are at school as often as they are healthy enough to do so.

Picking Up Early

We ask that students be in school for the full day. If a student needs to be picked up early for a doctor/dentist appointment we ask that the parents/guardians bring a note regarding the appointment. Please communicate with the office ahead of the appointment when possible. We ask that parents/guardians do not pick up students during recess or lunch. Please note the bell schedules in the first part of this document. Additionally, parents/guardians should have identification available. This is in order to ensure student safety.

Absence Reporting

Contact the front office either via email at CoxOffice@fvsd.us or call 714-378-4241. Parents/Guardians may also stop by the office or provide a note. Please provide a note from the doctor/dentist whenever possible. Notes should include the following information:

- ★ Student's name
- ★ Teacher's name
- ★ Date and reason for absence
- ★ Parent/Guardian name

Health Services/Medication Administration:

We are lucky to have a health clerk on staff daily for the school year. Additionally, we have a district nurse that oversees our health office on a rotation with other schools. However, we do not have a nurse on campus each day. Therefore, medications, both prescription and over the counter, are rarely given at school; the exceptions are severe/serious medical problems where it is deemed medically necessary by the student's physician that medication is given during school hours. There are certain conditions by which medication is administered at school. Please consult the health office for detailed information and the required forms that must be completed for our staff to administer medication.

Homework Policy

Parents/guardians are informed about grade-specific homework expectations both via teacher weekly handouts/parent-square communication(email) and in-person at Back to School Night. Depending upon the grade level and teacher, homework assignments are written on homework papers, written in a students' planner, or written on a weekly assignment sheet. Parents/Guardians are expected to support teacher assigned homework by providing a quiet, distraction-free environment where a student can complete work. Additionally, Parents/Guardians are expected to support, encourage and supervise the completion of homework daily at home.

- ★ Grades K-2: Expect anywhere between 10-30 minutes of homework each weeknight.
- ★ Grades 3-5 Expect anywhere between 30-60 minutes of homework each weeknight.

Parents/guardians can expect that homework should be able to be completed without using time on Friday night, Saturday or Sunday. Additionally, parents/guardians can expect to not have homework assigned during school breaks.

Read at Home (RAH)

Reading at home is one of the best ways to support students in their learning. Because of this, In addition to assigned homework, students are required to read for at least 20-25 minutes each school night. For lower grades, this time may include time when parents/guardians read to the student.

SCHOOL-WIDE STUDENT BEHAVIOR EXPECTATIONS

At Cox Elementary, it is our highest priority to develop students with confidence to strive toward their academic potential and become lifelong learners and quality citizens in a safe, respectful, and rigorous learning environment. Student behavior expectations are framed with consideration of our core values: respectful, responsible, ready to learn. All staff teach expected behaviors and provide students with opportunities to practice no matter where students are on campus. This helps students to know what is expected of them at any given time while on campus—whether it is in the classroom, the playground, or anywhere else on campus. You can see the [matrix of expected behaviors here](#). Expectations are taught in the classroom as well as during school wide activities.

The students at Cox are entitled to learn and develop in a positive environment which promotes academic achievement, school pride and spirit, and respect of self, others and property. For this reason, and to ensure the safety and welfare of all students at Cox, the enforcement of policies in a fair and consistent manner is necessary. It takes all educational partners to make the school environment a success. Outlined below is what each educational partner is responsible for:

The Student is Responsible for:

- ★ Respecting the authority of teachers, principal, and all school staff to enforce district policies and school rules/regulations.
- ★ Behaving in classrooms and on school grounds in a manner that is safe and does not disrupt or interfere with the rights of other students to learn.
- ★ Following all classroom rules and procedures.
- ★ Attending school daily, being on time and prepared to learn.

The Parent/Guardian is Responsible for:

- ★ Teaching and reinforcing appropriate behavior.
- ★ Reviewing school rules and procedures with family members to ensure that all are familiar with and understand the standards of conduct expected by school authorities.
- ★ Cooperating with school officials in carrying out appropriate disciplinary consequences when such action is necessary.
- ★ Modeling positive behavior standards by following school rules while on campus.
- ★ Assuring that students are in class on time and prepared for learning.

The Teacher is Responsible for:

- ★ Teaching and reinforcing appropriate behavior
- ★ Creating and maintaining a positive and orderly learning environment that provides every student the opportunity to learn without disruption.
- ★ Communicating with students and parents/guardians regarding behavioral successes and behavioral concerns with proposed solutions.
- ★ Taking appropriate steps to ensure that students are physically and emotionally safe.

The Principal is Responsible for:

- ★ Establishing rules, expectations, and responsibilities for staff, students and parents/guardians that reflect the existing district, state, and federal laws.

- ★ Communicating behavioral expectations and consequences and taking appropriate action to ensure the safety of students and adults on school grounds.
- ★ Enforcing disciplinary consequences and taking appropriate action to ensure the safety of students and adults on school grounds.

Positive Reinforcements

Classroom Rewards

Teachers have a variety of incentives for positive behavior that they incorporate into their classroom daily.

Excellent Eagle Award

Students who are “caught” exhibiting one of the core values (respectable, responsible, ready to learn) will be rewarded with an Excellent Eagle ticket. One copy of the ticket will be sent home to celebrate with the family, the other ticket will be entered into a raffle. Each month, at an all school assembly, one ticket will be pulled from each classroom to celebrate the student that was “caught” exhibiting the core values.

Student of the Month

Each month, teachers will choose one student who stands out for showing our Cox Core values of being respectful, responsible, or ready to learn.

Trimester Awards

Each trimester, students are recognized by their teacher for academic excellence, character, hard work, and spirit.

Consequences For Inappropriate Behavior

At Cox Elementary, we know that part of learning and growing is making mistakes. When students exhibit inappropriate behavior it is our goal to support student growth by helping them understand how their behavior impacts the community, to reflect on their behavior, and to work to repair any harm caused by their behavior.

The possible consequences for inappropriate behavior may include:

- ★ Warning and reflective conversation with the teacher: Teachers engage in reflective conversations with students to discuss their behavior and clarify expectations for the future.
- ★ Fix it Ticket: Students may be issued a Fix It Ticket to help support them in reflecting on their behavior and identifying how to make right choices in the future. This will be sent home to parents.
- ★ Citation: Students may be issued a citation to document their behavior, strengthen communication at home, and support interventions.
- ★ Office Referral
 - If a severe behavior occurs, the student may be referred to the principal on the first offense.
 - Parents/Guardians contact will be made on all office referrals by the teacher and a follow-up by the principal.

- Consequences will be determined by the principal and may include behavior reflection projects, additional school supports, or other consequences.
- Students in violation of CA Ed Code 48900 may be subject to suspension.

VOLUNTEERS AND VISITORS

Volunteers

Cox welcomes and values our volunteers and encourages active involvement throughout the year in a variety of volunteer capacities. All parents are encouraged to be in communication with their student's teacher about specific volunteer opportunities. All volunteers must follow the [FVSD volunteer protocol outlined here](#). Additional volunteer details are outlined below:

- ★ On-Campus volunteers must check-in each time they are on campus in the office through RAPTOR.
- ★ A driver's license or ID will be scanned for security purposes and a visitor badge must be worn for the duration of a volunteer's shift.
- ★ When leaving, volunteers must exit through the office and turn in their badge.
- ★ District guidelines require that all students on campus during the school day **MUST** be registered at Cox, and therefore no other students may be on campus. **That means that when volunteering at school, volunteers understand that they must come alone and not bring any siblings and other small children on campus.**
- ★ School volunteers in classrooms must go through background check fingerprinting as well as complete a Tuberculosis Screening ahead of volunteering.

All parents are encouraged to be in contact with Cox PTA for additional volunteer opportunities.

Visitors

Cox is a closed campus and is not open to outside visitors. The exception to this is that parents/guardians are often invited to attend events within the school day. On these event dates, invited visitors must go through the front office for a security check. All visitors must bring valid state ID and be prepared to present that at the office for entry.

SEXUAL HARASSMENT - Board Policy 5145.7

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult or who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.